

CITY OF BEAVERTON

POLICY FOR BLOCK PARTIES AND MISCELLANEOUS EVENTS

A Block Party and Miscellaneous Event Permit is required for events conducted wholly or partially within the public right-of-way or on public property within the city limits of Beaverton. No fee is charged for this service. Event applications should be submitted to the City of Beaverton, Code Compliance Program, at least 30 days in advance to allow time for review and processing.

I. Definitions

- A. Block Party – a closure of a local street, usually residential, for small-scale events, such as potluck dinners and barbecues with less than 300 persons likely to attend the event.
- B. Miscellaneous Events – events likely to be attended by less than 300 persons that do not fit in the block party definition, such as birthdays, funerals or weddings.
- C. Major Community Events – events that charge admission to enter the closed street area, events that are likely to be attended by more than 300 persons, and events that include the sale and consumption of alcoholic beverages within a public street or park, are considered to be major community events and require local land use, county health, or state OLCC permits. At least six months advance lead time should be allowed for the permitting of major community events.

II. When can a street be closed?

- A. Street closures are allowed to facilitate non-commercial events that provide a civic benefit to the community.
- B. Streets may **not** be closed for block parties or miscellaneous events that:
 - 1. Include commercial sales or promotions.
 - 2. Restrict pedestrians from traveling through the area.
 - 3. Charge admission to enter the closed street area.

III. Miscellaneous

- A. Display of Permit - the approved Block Party/Miscellaneous Event Permit must be displayed at the event site throughout the duration of the event.
- B. Date Changes - if the date of an approved event needs to be changed, please contact Code Compliance.
- C. City Policies - the event holder (the signer of the application) will be responsible for seeing that the City's policy on events is followed.
- D. Event Safety and Traffic – the event holder is responsible for ensuring the safety for persons who attend or participate in the event and must prevent unreasonable interference with traffic flow. The event must be planned to minimize conflict between pedestrians and vehicular traffic.

- E. Most parks in Beaverton are owned and operated by the Tualatin Hills Park and Recreation District (THPRD). Call (503) 645-6433 to reserve a THPRD park. Beaverton's Block Party or Miscellaneous Event Permit does not give an applicant permission to use a THPRD park. You must contact THPRD directly to reserve their parks.
- F. The event holder must notify affected property owners for any street closure. The City may require that the event holder obtain the approval of neighbors that will be affected by the event.

IV. Permit and Review Process

- A. Submit the completed application with a sketch or map of proposed event site, and, if required, signatures of consenting neighbors, to the Code Compliance Program. The event holder must sign the application. Code Compliance will distribute the permit application to the Police, Public Works and to the Mayor for review and approval. The application should be submitted to the City at least 30 days in advance of the event.
- B. Each application must meet the following criteria:
 - 1. The event, as proposed, can function safely.
 - 2. The event will not cause undue interference with previously approved or ongoing activities, construction, road maintenance, public transit systems, or traffic.
 - 3. Street closures, when approved, must be done in a safe manner that will allow emergency access for ambulance, fire or police vehicles.
- C. After internal review by city departments and approval by the Mayor, the event permit will be issued by the Code Compliance Program.
- D. If it appears that the event may endanger public safety, cause undue interference, or impair emergency services, the City of Beaverton reserves the right to deny the permit. The applicant has the right to appeal such denial to the City Council by making written request to Code Compliance. Appeals to the City Council will be heard within 30 days.

V. How to close a street.

- A. Traffic cones and wooden barricades are the safest and simplest way to close off a street. Because emergency vehicles must be able to access the event area, streets may not be blocked off by Jersey barriers or fences unless a traffic control plan is approved by the City Transportation Engineer. Cones and wooden barricades are available for rent at various businesses, including:

United Rental (503) 620-1235
14020 SW 72nd Avenue
Tigard

Barbur Blvd. Rentals (503) 246-4268
8205 SW Barbur Blvd
Portland

- B. We also suggest that you make a sign(s) to post where the street is blocked off. It should measure at least 3 feet by 3 feet and read:

**“No Through Traffic
Block Party in Progress”**

CITY OF BEAVERTON

POLICY FOR SOUND AMPLIFICATION

I. Policy

- A. On application to the City of Beaverton, a permit may be granted for the broadcast or amplification of programs of music, news, speeches, or general entertainment as a part of a national State, or City event, public festival, or outstanding events of noncommercial nature.
- B. The broadcast or amplification shall not create an unreasonable disturbance to people on nearby properties. A permit shall not be granted if an obstruction to the free and uninterrupted traffic, both vehicular and pedestrian, is likely to result.

II. Event Permit Requirements

- A. To receive approval, the sound amplification must not cause undue interference with previously approved activities, ongoing construction, public transit systems, or be a nuisance to the community.
- B. The event holder may be required to collect signatures of consent from neighbors that may be affected by this event. It is advisable to submit the application as far in advance as possible so you will have ample time to collect signatures if required by the City.

III. Permit Review Process

- A. Please submit completed applications to the Code Compliance Program at least 30 days in advance. Code Compliance will distribute the application to the Police and Public Works Departments for review, and to the Mayor for approval. A signed copy of the approved application will be sent to the event holder for display during the event.
- B. If it is determined that the event cannot be conducted without endangering public safety or significantly inconveniencing the public, the City of Beaverton reserves the right to deny the permit. The applicant has the right to appeal such denial to the City Council by making written request to Code Compliance. Appeals to the City Council will be heard within 30 days.